**IT Applications, Unit 4**

**Ch 6, Developing a solution using spreadsheet software, p 192-213**

Case Study: Point Pleasant Social Service Program – organisational outline and current practice

**Designing spreadsheet solutions and output**

1. Describe what is involved in the solution design stage.

**Spreadsheet Design Tools**

Elaborate under each of the following design tools:

1. IPO chart
2. Flow chart, (list what each of the symbols mean from fig. 5-10.
3. Formula list
4. Structure chart
5. Layout diagrams

**Formats and conventions, p 202-**

1. list under each of the following subheadings the major formats and conventions that apply to spreadsheets:
   1. numerical information
   2. financial reports
   3. charts and graphs
2. Describe the file naming conventions for spreadsheets.

**Designing a macro**

1. What is a macro?

**Validation**

1. Describe each of the following types of validation used in a spreadsheet:
   1. Range checking
   2. Existence checking
   3. Conditional formatting
   4. Data type checking
   5. Restricted data entry
   6. Validation alerts

**Planning to test a spreadsheet solution**

1. What is the difference between validation and testing?
2. When is the test plan or test table created?
3. Attributes or properties to a spreadsheet solution that need to be tested; elaborate under each of the following testing types:
   1. Functionality testing
   2. Presentation testing
   3. Usability testing
   4. Accessibility testing
   5. Communication of message

**Evaluating the solution and output**

1. What does evaluation consider?
2. What information needs to be gathered?
3. Who is best to undertake the evaluation?
4. When are the evaluation criteria developed?